

# Inspections Administrative Technician

**Dept:** Building Inspections

**FLSA Status:** Non-Exempt

## General Definition of Work

Performs intermediate technical and skilled administrative support work reviewing and issuing permits, assisting the Building Inspections Office with day to day operations, maintaining various records and reports, reconciling financial information and data, and related work as apparent or assigned. Work is performed under the limited supervision of the Building Codes Administrator.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

- Reviews, records and analyzes code and inspection paperwork.
- Receives and records final approvals.
- Evaluates files and issues certificates of occupancy and compliance.
- Releases approval to local utilities.
- Assists staff with research and communication drafts.
- Prepares and maintains various files.
- Receives, reviews and evaluates permits for land use development; adds, charges and collects fees and penalties when required; expires or voids permits and applications.
- Responds to citizen inquires and requests for information.
- Receives, calculates, prepares and records invoices and payment; makes deposits; maintains and reconciles cash drawers.
- Acts as an administrative assistant for the Building Inspections Office.
- Inventories and orders supplies; prepares and submits timesheets for approval.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

## Knowledge, Skills and Abilities

General knowledge of development permit processing; general knowledge of standard office methods and procedures, business English, spelling, arithmetic and office management; general knowledge of departmental programs, policies and procedures; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in the maintenance of financial records; ability to perform a considerable volume of detailed record work; ability to type accurately and at a reasonable rate of speed; ability to establish and maintain effective working relationships with associates and the general public.

## Education and Experience

Associates/Technical degree with coursework in business administration, accounting, government policy and procedures, or related field and three to five years experience working in records management, public relations, business administration, finance, or equivalent combination of education and experience.

## Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or

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exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

North Carolina Notary Public.

## Competencies

**Business Ethics:** Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

**Communications:** Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

**Customer Service:** Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

**Dependability:** Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

**Job Knowledge:** Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

**Quality:** Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

**Relationship Building:** Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

**Initiative:** Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

## Inspections Administrative Technician

I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

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Employee Name (Printed)

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Employee Signature

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Manager Name (Printed)

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Manager Signature

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Date